

CITY OF KUNA, IDAHO

REQUEST FOR QUALIFICATIONS

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The city of Kuna, Idaho is seeking a qualified consultant or firm with municipality planning experience in community design, land use planning, data collection and analysis, and facilitating citizen involvement in order to prepare a new comprehensive plan and comprehensive plan map for adoption by Kuna City Council.

The consultant or firm should present an innovative approach to the comprehensive plan tethering economic development and health to the 17 required components of Idaho State Code, Local Land Use Planning Act (LLUPA). The City desires various creative opportunities for meaningful citizen participation throughout the planning process.

The city's objective is that the comprehensive plan will identify community issues and concerns and include revised policy statements, goals, objectives, guidelines, maps, graphics that will serve as a working framework for the development of future land use policy. The framework should provide a clear and predictable guidance to developers, stakeholders, and citizens. The updated plan should strive to maintain and build upon collaborative and respectful relationships within the community and surrounding neighbors, agencies, and establish near-term and long-term priorities for development.

COMMUNITY DESCRIPTION

The city of Kuna is part of the greater Boise-Nampa Metropolitan Area of 651,020 residents. Kuna is a unique community of 18,430 residents that offers an unsurpassed quality of life in southwestern Idaho. The project area includes the city of Kuna and the Kuna Area of City Impact which was approved by the City Council on August 18, 2015. The proposed Area of City Impact boundary is currently pending before the Board of County Commissioners for approval or denial with a January 2017 hearing date.

PROJECT ADMINISTRATION

The consultant or firm will work with the city of Kuna under the direction of the Mayor and the Director of Planning and Zoning. The consultant or firm will also consult with major stakeholder organizations, business leaders, institutions, key partners, neighboring jurisdictional plans, Planning and Zoning Commission, County elected officials, and the public.

The consultant or firm will be responsible for the following tasks:

- General management of the project;
- Drafting and preparation of plan documents;
- Data collection, analysis and presentation;
- Frequent collaboration with the advisory committee and city staff;
- Organization and facilitation of public input meetings;
- Preparation of regular progress reports to the Director;
- Graphics, tables, and other support services;
- Assist in the approval and implementation of the plan.

The staff of Kuna Planning and Zoning Department will be available for support in the following areas: coordination with other agencies and offices, GIS data and map production, coordination and assistance with public meetings and public information.

SCOPE OF WORK

Upon contract award, the consultant or firm will prepare a detailed project scope of work that identifies the process and timeline used to complete the new comprehensive plan and comprehensive future land use plan map.

1. Preparatory Phase (first deliverables)

- Project kick-off meeting with city staff and consultant or firm team to review and discuss the detailed project scope and timeline.
- Discussion of a public involvement plan that includes a description of timing of public participation, methods to be used to gather input from citizens, and a communications protocol for the release of public information.

2. Establish an Advisory Committee

The 18-month new comprehensive plan process will be in collaboration with an advisory committee which includes but is not limited to representatives from city government, planning and zoning commission members, city council, governmental agencies, and a broad-based group of members of the community at-large. The project will incorporate a robust public outreach process designed to identify and understand the community's vision for the future development and sustainability of Kuna.

The committee will meet regularly and discuss elements of the plan with specific focus on a topic or chapter. The Advisory Committee's assistance will be vital at the public input workshops. The Committee will help promote citizen ownership by champion awareness, participation, and support of the community.

3. Research existing conditions and demographics

The objective of this task is to coordinate and work with governing and neighboring agencies to establish how the community has grown and developed over time. Items to consider may include:

- Agricultural and open space preservation
- Economic development and trends
- Development trends
- Education
- Health of the community
- Housing
- Jobs
- Land uses, housing, and zoning
- Population/Demographics
- Special areas (i.e. area of city impact, industrial, parks, recreation, amenities)
- Transportation

This will assist project team get a sense of the areas of concern as well as clarification of what is desired in the future of Kuna.

4. Comprehensive Plan Document

The objective of this task is to draft a new comprehensive plan document so it closely conforms to Idaho State Code, Kuna City Code, and other city plans. The following 17 planning elements

are required by Idaho State Code. Additional elements may be added if recommended by the consultant or firm and agreed upon by the Director.

a. Idaho State Code Components

- 1) Property Rights
- 2) Population
- 3) School Facilities and related transportation
- 4) Economic Development
- 5) Land Use
- 6) Nature Resources
- 7) Hazardous Areas
- 8) Public Services, Facilities and utilities
- 9) Transportation
- 10) Recreation
- 11) Special Areas or Sites (Area of City Impact, Downtown, Industrial)
- 12) Housing
- 13) Community Design
- 14) Agriculture
- 15) Implementation
- 16) National Interest Electric Transmission Corridors
- 17) Public Airport Facilities

The City is seeking to link the above required components of Idaho State Code to economic development and to the overall health of the community.

4. Comprehensive Future Land Use Plan Map

The objective of this task is to produce a graphic illustration of the community's desired future land uses within the area of city impact that was approved by Kuna City Council on December, 2015. This task will need to take into account the existing use, surrounding uses, and what the desire of the community is. The land uses will need to compliment the comprehensive plan and be consistent with the city of Kuna zoning ordinance.

5. Implementation Plan

The objective of this task is to identify action steps, implementation strategies, and project improvements needed to achieve community goals should be established with near-term and long-term priorities. The implementation plan should identify potential resources that would improve services, infrastructure and growth within the city of Kuna.

a. Potential Deliverables

- 1) Funding sources
- 2) Maps
- 3) Projects

SUBMISSION

Responders are encouraged to propose additional tasks or activities if they think it will substantially improve the results of the project.

It is expected that the selected consultant will participate in meetings with City staff, Planning and Zoning Commissioners, City Council, community meetings, and governmental agencies meetings as needed.

The City shall take into account any matters it considers appropriate in selecting the most qualified firm or consultant. Your Statement of Qualifications/Proposal submittal will be the basis for our selection of the short list of consultants and/or firms who will continue further in the selection process via interviews. The request for qualifications submission shall include but not be limited to the following:

- 1) *Provide a letter of transmission:* Introduce the organization, describing the ownership, listing the name, title, mailing address, telephone number, fax number and e-mail address of the contact person(s), and a web address, if available;
- 2) *Capability to Perform Project:* Description of the firm's history or individual or the organization's area of expertise in the preparation of master planning documents;
- 3) *Relevant Experience:* Names, titles, experience, qualifications, certifications and service periods of principal/key personnel; designate the primary point of contact regarding the firm's performance and day-to-day management of the project;
- 4) The understanding of the project approach and any suggested refinements to the deliverables and tasks;
- 5) List of relevant similar projects performed in the last five years;
- 6) Three or more references from those who can attest to the success of similar government projects;
- 7) An example of a work product noted in the scope of work;
- 8) The quality of written documents submitted;
- 9) A proposed timeline for the scope of work.

SELECTION PROCESS

Finalists will be required to attend an interview with the selection review panel consisting of city staff and/or other stakeholders. Upon completion of interviews, the selection review panel will recommend a consultant or firm to be awarded the contract for the new comprehensive plan and comprehensive future land use plan map. The City Council must approve the recommended consultant or firm before any work can start and contracts can be executed.

TIMELINE

The schedule for this project is as follows:

Request for Qualifications issued December 2, 2016

Deadline for submission: Friday 5:00 pm, Mountain Time, December 30, 2016

Eight (8) copies of your Statement of Qualifications/Proposals (with attachments) must be delivered to the City Kuna, on or before 5:00 pm, December 23, 2016.

Applications must be received by the deadline. Postmarks are not acceptable. Please do not send your submittals via phone facsimile, or email, as they will not be accepted for consideration. Late or incomplete applications will not be considered -No exceptions will be made.

The City of Kuna is glad to respond to inquiries. The City reserves the right to ask respondents to provide supplemental information. The City will invite qualified consultants and firms to submit proposals and participate in an interview process.

Mail or deliver documents to:

City of Kuna, Idaho
Planning & Zoning Department
751 West 4th Ave.
P.O. Box 13
Kuna, ID 83634

After completion of the interview process, a candidate will be selected. In the event that this RFQ is withdrawn or cannot be negotiated to agreeable terms, or the City determines not to enter into an agreement with any of the respondents, the City assumes no liability whatsoever for any costs or expenses incurred in connection with this effort.

Any questions, please contact Wendy Howell at (208) 922-5274 or whowell@kunaid.gov.